

General Purpose

Under general supervision, perform paraprofessional budget analysis and preparation work and routine record management tasks.

Typical Duties

Monitor, research and analyze citywide financial information. Involves: Review and enter into financial database system budget change requests, travel requests, staffing table changes and personnel requisitions for compliance with City directives, authorized staffing levels and funds availability, and consult with supervisor regarding inconsistencies. Assist in production and development of monthly automated expenditure and revenue reports and specific analysis of accounts, such as auditing special project or contingency funds, as requested by Analysts.

Participate in preparation of annual budget report. Involves: Retrieve data from financial reports. Interpret information to produce financial schedules and budget forms in spreadsheet and graphic form. Run process control reports for budget/position control balance determination. Request system management reports. Determine balance status of budget files. Verify information is in a balanced and correct form.

Maintain budget preparation system database. Involves: Create and modify file structures for budgetary input. Review computer reports to identify and advise users of program processing or data entry errors. Confer with programmers regarding system errors. Maintain system code tables and oversee budget code assignments. Enter data into system to calculate department salary and fringe benefit requests. Request transfer of position control files from the personnel management information system to budget system and rollover from budget system into Financial system. Make recommendations for the enhancement of the budget system, and develop or assist with the creation of required financial reports.

Provide technical assistance to system users. Involves: Train budget system users. Prepare and update operational manuals. Recommend changes in programs, routines, and quality control standards to ensure integrity of entered data and system enhancement. Test and verify changes made to budget system.

Perform routine records management activities. Involves: Classify records according to applicable standards. Review records retention schedules and governmental record keeping requirements to determine timetables for transferring active records to storage or for destroying designated records. Retrieve inactive records upon authorized request and ensure their return. Prepare records destruction list and request and arrange for authorized records disposal.

Perform related duties as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations if delegated. Provide designated support for projects or activities as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees.

Knowledge, Abilities and Skills

- Considerable knowledge of personal computer operations including spreadsheets, word processing and graphics applications.
- Good knowledge of bookkeeping principles and systems.
- Good knowledge of database, human resources and accounting systems.
- Some knowledge of data management, process control, and government record keeping and reporting procedures.
- Some knowledge of governmental accounting principles and procedures.
- Ability to research records and extract, gather and organize pertinent data.
- Ability to prepare and maintain accurate automated records and reports.
- Ability to prioritize assignments and multitask.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to plan and conduct system training programs.
- Ability to establish and maintain effective working relationships with vendors, city departments, and the public.

- Skill in safe operation and care of personal computer or network workstation, and generic business productivity and graphics software and automated management information systems.

Minimum Qualifications

Education and Experience: Equivalent to an Associate's Degree in Computer Information Systems, or a related field, plus two (2) years experience in overall technical budget preparation and accounting support for a large, multidivisional public or private entity, including the use of personal and mainframe computers and associated database retrieval and reporting applications programs.

Human Resources Director

Department Head

Department Head

OFFICIAL